

RFP to Lease Town Owned Property (#2010-100) Evaluation Committee
April 26, 2010, 6:00 pm
Millennium All-Purpose Room

Minutes

Members present: Lou Cook, Richard Diaz, Ingrid Nilsson, Kelly Ross (chair), Diane Weir
Staff: John Mangiaratti

6:00 Meeting convened.

New Business:

Cook would still like to discuss proposals with applicants and have the opportunity to ask questions. Diaz also has questions.

Cook moved and Diaz seconded a motion to invite TRCCI for questions.

Ross asked what questions Cook has. Nilsson stated that following the votes of April 12, the committee's role in the evaluative process is complete. Cook stated he has questions about the budget, maintenance, and EEC. Mangiaratti said he spoke to Martha at EEC and was sent a summary of complaints from the last five years. The agency will only provide additional information about each complaint over the phone. Mangiaratti described two complaints over the past five years. One was about inappropriate teacher behavior. There was a lack of a report of corrective action. There was a report about recording an injury and another incident. There was a report on lack of documentation about an incident.

Ross reported that TRCCI will have representatives at the Board of Selectmen meeting on April 27 if questions remain.

Weir stated that if the committee is not planning on reconsidering votes, then no committee action is required. The motion to invite candidates for questioning should come after a vote to reconsider.

Nilsson stated that if the committee still had questions about the criteria, then the committee should have held its votes until after the questions were asked.

Diaz asked Mangiaratti about the budget information, and Mangiaratti stated that the budget information was included with the separate price proposals,

Cook indicated he would like to reconsider items 5-11 (financial data) and 5-15 (coordination with other service providers and town departments) as described in the April 12 minutes.

The motion to invite TRCCI for questioning was withdrawn. The second was withdrawn.

Diaz moved and Cook seconded a motion to reconsider item 5-11. Ross read an addendum to the RFP dated March 12, 2010 regarding the requirement to include financial data with the technical proposal. The motion passed 3-2 (Weir, Cook, Diaz in favor; Ross, Nilsson opposed).

Cook would have liked a proposed budget from TRCCI. Weir suggested the committee make a recommendation to the procurement officer. Cook moved, Nilsson seconded, and the committee

unanimously voted to add the following sentence to the draft report: "The task force recommends that the procurement officer obtain a more detailed budget from TRCCI."

Nilsson moved and Weir seconded a motion to deem TRCCI compliant on item 5-11. The motion passed 3-2 (Nilsson, Weir, Ross approved; Cook, Diaz opposed).

Cook moved and Weir seconded a motion to reconsider item 5-15. The motion passed 3-2 (Cook, Diaz, Weir approved; Nilsson, Ross opposed).

Nilsson moved and Weir seconded a motion to deem TRCCI compliant on item 5-15. The motion passed 3-2 (Weir, Ross, Nilsson approved; Cook, Diaz opposed).

The committee reviewed the draft report and discussed revisions. The committee agreed to add the sentence "The task force recommends that prior to the execution of the lease, the town obtain a legal opinion on a non-governmental agency doing capital improvements to town-owned buildings." Several other minor changes were agreed upon.

Nilsson moved, Weir seconded, and the committee unanimously approved a motion to accept the draft report as amended.

There was a discussion about whether the committee should make a recommendation on the price proposal.

Weir moved, Cook seconded, and the committee unanimously approved a motion to accept the minutes of April 12, 2010.

At 7:05 pm, Weir moved, Nilsson seconded, and the committee unanimously approved a motion to accept the minutes of this meeting, April 26, 2010 and adjourn.

Respectfully submitted by

Diane Weir and Kelly Ross